



***City of Springfield, Missouri
Downtown Mall Use***

***Special Event &
Amplified Sound Permit***

Issued by the City of Springfield, Missouri,

Springfield Coffee Fest

For approved event scheduled for:

Event Dates: May 9, 2020

Event Time: 8:00 a.m. – 12:00 p.m.

Event Location: Park Central Square

Estimated Attendance: 1,400

Conditions:

*A 2020 non-profit solicitation license must be obtained prior to the event date by Safe & Sober, Inc.

*All vendors must obtain a business license prior to the event date.

*Type 3 Barricades are required and must be easily moveable for emergency vehicle access. All barricades are to be provided and placed by the applicant.

*Tent permits may be required.

Signed: Sharon Spain
Special Event Permit Coordinator

Date Approved: 8/15/19

This is a permit only and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Friday, June 28, 2019 4:35 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

Special Event Permit Application

City of Springfield Special Event Permit Application

Organization Name	Safe and Sober, Inc.
Address	3331 East Ridgeview Street
Contact Name	Mackenzie Hernandez
E-mail Address	mackenzie@missourisafeandsober.com
Home or Desk Phone	417-631-4009
Cell Phone	417-350-9339
Fax	417-883-8635
Second Contact Person	Whitney Mann
E-mail Address	whitney@missourisafeandsober.com
Home or Desk Phone	417-631-4009
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Springfield Coffee Fest
Event Description	Charity (501(c)3 documentation required)

Please upload 501(c)(3) documentation if required. [IRS Tax Exempt Letter effective July 22, 2013.pdf](#)

If you checked Other above, please describe. *Field not completed.*

Event Date(s) May 9, 2020

Alternate Event Date(s) *Field not completed.*

Event Location Street

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Park Central Square

Event Address & Zip 149 Park Central Square Springfield, Mo

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from proceeds Safe and Sober, Inc. Mackenzie Hernandez 3331 East Ridgeview Street Springfield, MO 65804

% of proceeds being donated 100

Is this a first-time event? No

If no, what was the last year the event was held? 2019

Please list any variations from the last year the event was held. No Major variations

Event Operations

Event Set Up Starts: 5/9/2020 5:00 AM

Event Set Up Complete By: 5/9/2020 7:45 AM

Event Start:	5/9/2020 8:00 AM
Event Close:	5/9/2020 12:00 PM
Event Teardown Starts:	5/9/2020 12:00 PM
Event Teardown Complete By:	5/9/2020 3:00 PM
Estimated Attendance Per Day	1400
Will this event be open to the public?	Yes
Will you be charging admission?	Yes
Will you be accepting donations?	Yes
Are you wanting to close a City street for your event?	Yes
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	The spokes around the Square - from 5 a.m. - 2 p.m.
From:	5/9/2020 5:00 AM
To:	5/9/2020 2:00 PM
Upload Event Route	<i>Field not completed.</i>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	St. George's Donuts
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	Yes
Food Vendor 2:	TBD end of 2019/beginning of 2020

Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 3:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 4:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 5:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 6:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri. *Field not completed.*

Alcohol Will Be Served From: *Field not completed.*

To: *Field not completed.*

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? Yes

If so, will stages be built? No

How many? 0

Performances will start 5/9/2020 8:00 AM

and conclude 5/9/2020 12:00 PM

Will tents be erected for your event? Yes

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Utility power

Will access to water be required for the event? No

Will restroom facilities be required for the event? Yes

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. *Field not completed.*

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. We are not currently planning to have emergency contacts on hand. However, we'll designate a point person and area where someone can go if they have an issue. We'll also have volunteers ready to call 911 if needed for any reason, and will open up a barricade on their behalf.

Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event. We will have trash cans on the Square, and around it by partnering with Downtown CID. This will help with keeping waste contained and out of the way.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event. [Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance [Insurance Proof 062819.pdf](#)

INDEMNITY	I agree
CITY CODES/PERMITS	I agree
CONDUCT/NUISANCES	I agree
UPLOAD Event Site Map or Sketch here.	<i>Field not completed.</i>
HOLD HARMLESS AGREEMENT	Download
UPLOAD signed Hold Harmless Agreement (if required)	Hold Harmless Agreement 062819.pdf
Signature	By checking this box and typing my name below, I am electronically submitting my signature.
First Name	Mackenzie
Middle Initial	M
Last Name	Hernandez

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)